



GUAM STATE CLEARINGHOUSE

FELIX P. CAMACHO

Maga'låhen Guåhan

Roland C.P. Villaverde

Administrator

MICHAEL W. CRUZ, M.D.

Segundu Maga'låhen Guåhan

Director

AUG 12 2009

Honorable Michael W. Cruz, M.D.

I Maga'låhen Guåhan pa'ra pago

Office of the Governor

P.O. Box 2950

Hagåtña, Guam 96932

Ref: *State Clearance Letter*; Guam State Clearinghouse (SAI) **01709081134N** area-wide governmental review and recommendation of the Department of Public Health's initial State Plan application to the United States Department of Health and Human Services, *ARRA Community Services Block Grant Guam State Plan* for fiscal year 2010.

Hafa Adai I Maga'låhi:

The Guam State Clearinghouse (GSC) has completed the review of Department of Public Health's initial State Plan application to the United States Department of Health and Human Services, Administration for Children and Families. The Guam State Clearinghouse (GSC) recommends acceptance of the Department of Public Health's request on the *ARRA Community Services Block Grant Guam State Plan*, CFDA No. 93.710, for \$1,230,195.00 in federal funding. The effective grant period begins on 10/1/2009 and ends on 9/30/2010.

Dr. James Gray, U.S. Department of Health and Human Services, Region IX representative for the Community Services Block Grant (CSBG) program is recommending that an initial plan be endorsed and submitted as soon as possible so that Guam can immediately receive the ARRA CSBG funding immediately to provide services and activities for the territories' low-income families, individuals and community.

P.O. Box 2950 Hagåtña, Guam 96932

Tel: (671) 475-9380~3 • Facsimile: (671) 472-2288

Website: www.guamclearinghouse.com • E-mail: information@guamclearinghouse.com

As a condition of your action, the agency by direction, covenants their compliance consistent with federal and local laws and regulations; program and procurement requirements in accordance with Executive Order 2007-04.


Please review the enclosure prepared by the Guam State Clearinghouse in determining your acceptance of this application for the Territory.

Dangkolo Na Si Yu'os Ma'åse',



Roland C.P. Villaverde
Administrator

ACKNOWLEDGEMENT

 *Accepted and Approved*

// Disapproved and Returned to Applicant



Michael W. Cruz, M.D.
I Maga'låhen Guåhan pa'ra pago

AUG 12 2009

Date

Enclosures

Cc: File



GUAM STATE CLEARINGHOUSE (GSC)

Grant Project Application
Notification of Intent to Apply for Federal Assistance

DUNS Number **778904292**

Date received: **AUG 06 2009**

Received by: *[Signature]*

SAI No.: **01709081134N**

for Guam State Clearinghouse use only
B-002

1) Applicant Department/Entity:

Department of Public Health and
Social Services

2) Division:

Division of Public Welfare

3) Applicant Address:

123 Chalan Kareta
Mangilao, Guam 96913-6304

4) Contact Person, Phone Number, E-mail:

J. Peter Roberto, ACSW
(671) 735-7102
caring.communities@gmail.com

5) Due Date to Federal Agency:

July 2009

6) Federal Funds:

a. Grant \$ **1,230,195.00**

b. Other \$

7) Non-Federal, Matching Funds:

a. Local \$

b. In-Kind \$

c. Other \$

8) Total Funds: \$

1,230,195.00

9) Federal Program/ Project

Community Services Block Grant
American Recovery and Reinvestment
Act of 2009 (CSBG Recovery Act)

**10) Federal Domestic Catalog No., Public
Law No. and Title:**

CFDA 93.710 ARRA-Community Services Block
Grant P.L. 105-285 Community Services
Block Grant Act of 1982

11) Federal Agency Name:

U.S. Department of Health and Human
Services

12) Federal Agency Address:

Administration for Children and Families
Office of Community Services
Division of State Assistance
Attention: Community Services Block Grant Program
370 L'Enfant Promenade S.W., 5th Floor West
Washington, D.C. 20447

13) Type of Application:

☒ New Grant ☐ Continuing Grant* ☐ Supplemental Grant* ☐ Other (Specify) _____

***Proceed to Question 14. Question 14 only applicable to CONTINUING and SUPPLEMENTAL grants.**

14) If grant application is for a continuing or supplemental grant, please provide the following:

(a) Initial date of grant period N/A

(b) Guam State Clearinghouse Application number N/A

Also, what grant year of the program's effective funding period, does this application impact?

N/A

15) Has federal funding agency been notified? ☒ Yes ☐ No

16) During which Fiscal Year will this program be implemented? Fiscal Year 2010

17) If project includes local funding, identify source and rationale (BE SPECIFIC):

N/A

18) Is this program: ☒ BUDGETED (please identify legal budget authority: American Recovery and Reinvestment Act of 2009)
☐ NON-BUDGETED

19) Will this program require hiring of new employees? If YES, please provide number of employees (both existing and new) and justification. ☐ YES (Existing New) ☒ NO

Unable to determine this as the program will be outsourced to eligible entities via a Request for Proposal issued by the Department of Public Health and Social Services

20) Funding Method:

YEAR		<u>FEDERAL</u>		<u>LOCAL</u>	<u>TOTAL</u>
First Year	100 %	<u>1,230,195.00</u>	%	<u> </u>	<u>1,230,195.00</u>
Second Year	%	<u> </u>	%	<u> </u>	<u> </u>
Third Year	%	<u> </u>	%	<u> </u>	<u> </u>
Fourth Year	%	<u> </u>	%	<u> </u>	<u> </u>
Fifth Year	%	<u> </u>	%	<u> </u>	<u> </u>

21) List of Departments or Agencies that would be affected directly or indirectly by this application:

Department of Public Health and Social Services, Agency for Human Resources and Development, Department of Integrated Services for Individuals with Disabilities, Department of Labor, Department of Mental Health and Substance Abuse, Guam Community College, Guam Energy Office, Guam Housing Corporation, Guam Housing and Urban Renewal Authority, Guam Medical Referral Office, Guam Veteran's Affairs Office, Guam Visitor's Bureau, Mayor's Council of Guam, University of Guam

22) Summary of Project (Attach Supporting Documents as Necessary):

In accordance with the guidance provided by the Administration for Children and Families, States and local entities that provide services with CSBG funds are encouraged to focus their efforts on creating sustainable economic resources in communities. Eligible entities should: 1) provide a wide range of innovative employment-related services and activities tailored to meet the specific needs of their community; 2) use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families and communities; 3) make meaningful and measurable progress toward the reform goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

23) Does this application require an Environmental Impact Study?

☐ YES ☒ NO

24) Will this application conflict with any existing law?

☐ YES ☒ NO

25) Is enabling legislation required?

☐ YES ☒ NO

26) Will this program require maintenance of effort?

☐ YES ☒ NO

27) Does the granting agency provide for in-kind services to offset the local matching requirement?

☐ YES ☒ NO

28) Please provide the constant utilized to determine or calculate the allowable off-sets for amounts that may be claimed as in-kind.

N/A

29) Does the proposed program allow for pass through funding requiring services from sub-grantees or private contracts to accomplish its intended purpose? ☒ YES ☐ NO

30) Does the program require the grantee to negotiate an indirect cost plan?

☐ YES (please provide Negotiated Indirect Cost Rate percentage _____%)

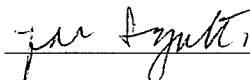
☒ NO

31) Has the grantee estimated the indirect cost within the proposed grant budget?

☐ YES ☒ NO

SUBMITTED AND APPROVED BY:

Signature of Authorized Representative:



Name of Authorized Representative:

J. Peter Roberto, ACSW

Position/Title of Authorized Representative:

Director, DPHSS

Date:

08-05-09



GOVERNMENT OF GUAM



DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES
(DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT)

#123 Chalan Kareta

Mangilao, Guam 96913-6304

Felix P. Camacho
Governor

J. Peter Roberto, ACSW
Director

Michael W. Cruz, M.D.
Lieutenant Governor

5/22/09

DIVISION OF PUBLIC WELFARE		
Route	Initial	Date
State Office	JS	7/23
Dr.		
10/20/09		

1/1/25/1

JUL 22 2009

MEMORANDUM

TO: Director
Department of Public Health and Social Services



VIA: Chief Human Services Administrator
Division of Public Welfare

FROM: Human Services Program Administrator
Bureau of Social Services Administration

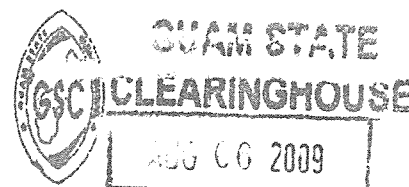
SUBJECT: COMMUNITY SERVICES BLOCK GRANT AMERICAN RECOVERY
AND REINVESTMENT ACT OF 2009 (CSBG RECOVERY ACT) GUAM
STATE PLAN

Transmitted for your review and approval is the CSBG Recovery Act Guam State Plan for fiscal years 2009 and 2010. This is due for submission to the federal office. Mr. James Gray, Region IX representative for the CSBG program, would like to review this plan as soon as possible and had recommended that we submit the initial plan prior to the public hearing in order for Guam to receive funds.

Any changes that need to be made to the initial plan after the public hearing has been held can be made via an amendment.

Should you have any questions or need further clarification, you may contact myself or Ms. Elizabeth I. Ignacio at 475-2653/2672. We sincerely appreciate your approval and support.

LYDIA D. TENORIO



Attachment

SIGNATURE

JUL 24 2009

1443



GOVERNMENT OF GUAM



DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES
(DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT)

#123 Chalan Kareta
Mangilao, Guam 96913-6304

Felix P. Camacho
Governor

J. Peter Roberto, ACSW
Director

Michael W. Cruz, M.D.
Lieutenant Governor

JUL 22 2009

MEMORANDUM

TO: Director
Department of Public Health and Social Services

VIA: Chief Human Services Administrator
Division of Public Welfare

FROM: Human Services Program Administrator
Bureau of Social Services Administration

**SUBJECT: COMMUNITY SERVICES BLOCK GRANT AMERICAN RECOVERY
AND REINVESTMENT ACT OF 2009 (CSBG RECOVERY ACT) GUAM
STATE PLAN**

Transmitted for your review and approval is the CSBG Recovery Act Guam State Plan for fiscal years 2009 and 2010. This is due for submission to the federal office. Mr. James Gray, Region IX representative for the CSBG program, would like to review this plan as soon as possible and had recommended that we submit the initial plan prior to the public hearing in order for Guam to receive funds.

Any changes that need to be made to the initial plan after the public hearing has been held can be made via an amendment.

Should you have any questions or need further clarification, you may contact myself or Ms. Elizabeth I. Ignacio at 475-2653/2672. We sincerely appreciate your approval and support.

Lidia D. Tenorio
LYDIA D. TENORIO

Attachment



GOVERNMENT OF GUAM



Felix P. Camacho
Governor

DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES
(DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT)
#123 Chalan Kareta
Mangilao, Guam 96913-6304

J. Peter Roberto, ACSW
Director

Michael W. Cruz, M.D.
Lieutenant Governor

AUG 05 2009

MEMORANDUM

TO: Honorable Felix P. Camacho
Governor of Guam

FROM: Director
Department of Public Health and Social Services

**SUBJECT: COMMUNITY SERVICES BLOCK GRANT AMERICAN RECOVERY
AND REINVESTMENT ACT OF 2009 (CSBG RECOVERY ACT) GUAM
STATE PLAN**

Buenas yan Hafa Adai! Submitted for your review and approval is Guam's CSBG Recovery Act State Plan for fiscal years 2009 - 2010. This program is a new funding source for the island as a result of the American Recovery and Reinvestment Act of 2009. A State Plan is necessary in order for Guam to receive the funds.

Mr. James Gray, Region IX representative for the CSBG program, recommends that Guam submit an initial plan as soon as possible in order to receive the federal funds immediately and begin to provide those services and activities for the island's low-income population. Any changes to the initial plan following the public hearing and the review and comment period can subsequently be made via a plan amendment. Please see attached e-mail correspondence from Mr. James Gray. We kindly request your endorsement of this initial plan.

Following the submission of this plan to the federal office, the Department of Public Health and Social Services (DPHSS) will conduct a public hearing for one day to allow for public input of the plan. The Guam State Clearinghouse will also post the plan on their website to allow the 30-day review and comment period by other public agencies. In addition, the DPHSS will post the plan on its website.

CSBG Recovery Act Program appropriation is 100% federally funded and requires no local match. The funds are available for a two-year period and are used towards various services, activities and benefits tailored to meet the specific needs of the

community that would meet the short-term and long-term economic and employment needs of low-income families, individuals and communities.

Should you have any questions or need further clarification, you may contact Ms. Lydia D. Tenorio, Human Services Program Administrator for the Bureau of Social Services Administration at 475-2653/2672.

Thank you for your approval and support. *Si Yu'us Ma'ase.*


J. PETER ROBERTO, ACSW

Attachment

1. Program Contact Information:

- a. Name of Responsible Contact Person: J. Peter Roberto, ACSW
 - i. Department: Department of Public Health and Social Services
 - 1. Division/Section: Division of Public Welfare/Bureau of Social Services Administration/Program Management Section
 - ii. Mailing Address: #123 Chalan Kareta Mangilao, Guam 96913-6304
 - iii. Contact Phone Number: (671) 735-7102
 - iv. Contact Email: caring.communities@gmail.com
 - v. Facsimile Number: (671) 734-5910

2. Program Information:

- a. Revenue Account Number: _____
- b. Expenditure Account Number: _____
- c. Local Matching Account Number: _____
- d. Drawdown Method: Payment Management System (Smart link)
- e. Funded Employee Full: _____ Partial: _____
- f. Financial Reporting Cycle: Monthly/Quarterly/Bi-Annually/Annually
 - i. Reporting Cycle Submission Dates: December 31, 2010 (for SF269)
- g. Performance Reporting Cycle: Monthly/Quarterly/Bi-Annually/Quarterly

3. Name and Address of Federal Program Point of Contact:

- a. Name of Responsible Contact Person: Mr. James Gray
 - i. Department: U.S. Department of Health and Human Services
 - 1. Division/Section: Division of State Assistance, Administration for Children and Families

- ii. Mailing Address: U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
Attention: Community Services Block Grant Program
370 L'Enfant Promenade, S.W., 5th Floor West
Washington, D.C. 20447
- iii. Contact Phone Number: (202) 401-5705
- iv. Contact Email: james.gray@acf.hhs.gov
- v. Facsimile Number: (202) 401-5718

Notes:

Unable to provide expenditure account number and the funded number of employees at this time because this is a new program for Guam. As stated in the program State Plan, the Department of Public Health and Social Services will issue a Request for Proposal for all eligible entities (non-government organizations) to submit proposals to implement this project.

Office of the Governor
GUAM STATE CLEARINGHOUSE

Department/Agency: Department of Public Health and Social Services
Division: Division of Public Welfare
Location: Bureau of Social Services Administration, Hagatna
Contact Number(s): 475-2653/2672 Fax: 477-0500

Program Title: Community Services Block Grant American Recovery and Reinvestment Act of 2009 (CSBG ARRA) Program

Grant Number: 93.710

Grant Term: Two Years

Type of Grant:

☐ Federal Aid Program

☐ Contribution

☒ Grant

☐ Advance

☐ Loan

☐ Direct Federal Development

☐ Contract

☐ Other Federal Funding Source

(Specify) _____

Grantor Agency: U.S. Department of Health and Human Services, Administration for Children and Families

Grantor Officer: James Gray, Ph. D.

Project Period Start Date: 10/01/09

Project Period End Date: 09/30/10

Budget Period Start Date: 10/01/09

Budget Period End Date: 09/30/10

% Non-Federal Share: N/A

% Federal Share: 100%

Total Funds Awarded: \$1,230,195

Grantee Department Head: J. Peter Roberto, ACSW Director

Author of Grant:

Assigned Coordinator: Elizabeth I. Ignacio

Please use additional paper if needed and attach:

Purpose/Description of Program: The CSBG Recovery Act program involves the administration of various services, activities and benefits tailored to meet the specific needs of the community that would meet the short-term and long-term economic and employment needs of low-income families, individuals and communities.

Program Accomplishments: This is a new program that has yet to be accomplished. As stated in the Guam State Plan, the Department of Public Health and Social Services will issue a Request for Proposal for all eligible entities to submit proposals for project implementation.

Concerns of Current Process: There are no concerns of current process at this time.

Input of Possible Solutions for

Concerns: N/A.

Acknowledge the following:

☐ Complete attachments A & B

☐ Attach most recent program report

☐ Attach grant award

PROJECT NOTIFICATION AND REVIEW SIGNOFF

GRANT APPLICATION NUMBER _____		DATE RECEIVED _____					
APPLICANT PROJECT TITLE: Community Services Block Grant American Recovery and Reinvestment Act (CSBG Recovery Act) Program							
AGENCY AND ADDRESS: DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES #123 CHALAN KARETA MANGILAO, GUAM 96913-6304							
FEDERAL PROGRAM TITLE: <u>Community Services Block Grant American Recovery and Reinvestment Act (CSBG Recovery Act) Program</u> AND CATALOG NUMBER <u>93.710</u> Dun and Bradstreet Data Universal Numbering System (DUNS): <u>778904292</u>							
FEDERAL AGENCY: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR CHILDREN AND FAMILIES OFFICE OF COMMUNITY SERVICES DIVISION OF STATE ASSISTANCE ATTENTION: COMMUNITY SERVICES BLOCK GRANT PROGRAM 370 L'ENFANT PROMENADE, S.W., 5 TH FLOOR WEST WASHINGTON, D.C. 20447							
AMOUNT OF FUNDS REQUESTED:		FEDERAL \$ <u>1,230,195</u>	LOCAL \$ <u>0</u>				
PROJECT DESCRIPTION: Administration of various services, activities and benefits tailored to meet the specific needs of the community that would meet the short-term and long-term economic and employment needs of low-income families, individuals and communities.							
The Governor makes the following recommendation concerning this application. <table border="0"><tr><td><input type="checkbox"/> Reviewed and Approved</td><td><input type="checkbox"/> Disapproved with the Enclosed Comments</td></tr><tr><td><input type="checkbox"/> Approved with the Enclosed Comments/Amendments/Conditions</td><td><input type="checkbox"/> Action withheld pending Resolution of attached Comments</td></tr></table>				<input type="checkbox"/> Reviewed and Approved	<input type="checkbox"/> Disapproved with the Enclosed Comments	<input type="checkbox"/> Approved with the Enclosed Comments/Amendments/Conditions	<input type="checkbox"/> Action withheld pending Resolution of attached Comments
<input type="checkbox"/> Reviewed and Approved	<input type="checkbox"/> Disapproved with the Enclosed Comments						
<input type="checkbox"/> Approved with the Enclosed Comments/Amendments/Conditions	<input type="checkbox"/> Action withheld pending Resolution of attached Comments						
ATTESTED: <div style="text-align: right;"><u>BERTHA M. DUENAS</u> Date Director Bureau of Budget and Management Research</div>							
RECOMMENDATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED							
<u>FELIX P. CAMACHO</u> Governor of Guam		Date					

PROJECT NOTIFICATION AND REVIEW SYSTEM

Project Notification and Review System

Notification of Intent to Apply for Federal Assistance

19) Funding Method:

		<u>FEDERAL</u>			<u>LOCAL</u>		<u>TOTAL</u>
1ST Year	2010	%<u>100</u>	<u>\$1,230,195</u>	% <u> </u>	<u>\$ 0</u>	<u>%100</u>	<u>\$1,230,195</u>
2 ND Year		% <u> </u>	\$ <u> </u>	% <u> </u>	\$ <u>0</u>	<u>%100</u>	\$ <u> </u>
3 RD Year		% <u> </u>	\$ <u> </u>	% <u> </u>	\$ <u>0</u>	<u>%100</u>	\$ <u> </u>
4 TH Year		% <u> </u>	\$ <u> </u>	% <u> </u>	\$ <u>0</u>	<u>%100</u>	\$ <u> </u>
5 TH Year		% <u> </u>	\$ <u> </u>	% <u> </u>	\$ <u>0</u>	<u>%100</u>	\$ <u> </u>

20) List of Departments or Agencies that would be affected by this application:

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES, AGENCY FOR HUMAN RESOURCES AND DEVELOPMENT, DEPARTMENT OF INTEGRATED SERVICES FOR INDIVIDUALS WITH DISABILITIES, DEPARTMENT OF LABOR, DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE, GUAM COMMUNITY COLLEGE, GUAM ENERGY OFFICE, GUAM HOUSING AND URBAN RENEWAL AUTHORITY, GUAM MEDICAL REFERRAL OFFICE, GUAM VETERAN'S AFFAIRS OFFICE, GUAM VISITOR'S BUREAU, MAYOR'S COUNCIL OF GUAM, UNIVERSITY OF GUAM

21) Summary of Project (attach Supporting documents as Necessary)

ADMINISTRATION OF VARIOUS SERVICES, ACTIVITIES AND BENEFITS TAILORED TO MEET THE SPECIFIC NEEDS OF THE COMMUNITY THAT WOULD MEET THE SHORT-TERM AND LONG-TERM ECONOMIC AND EMPLOYMENT NEEDS OF LOW-INCOME FAMILIES, INDIVIDUALS AND COMMUNITIES.

22) Does this application require an Environmental Impact Statement?

Yes No **X**

23) Will this application conflict with any existing local law?

Yes No **X**

24) Is enabling Legislation required?

Yes No **X**

25) Will this program require Maintenance of effort?

Yes No **X**

26) Remarks/Comments:

Submitted and approved by:

J. Peter Roberto
J. PETER ROBERTO, ACSW
 Director

DATE: 8-5-09

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION	
Legal Name: Government of Guam	Organizational Unit: Department: Department of Public Health and Social Services
Organizational DUNS: 778904292	Division: Division of Public Welfare
Address:	
Street: #123 Chalan Kareta	Name and telephone number of person to be contacted on matters involving this application (give area code)
City: Mangilao	Prefix: N/A
County:	First Name: J. Peter
	Middle Name
	Last Name Roberto
State: Guam	Suffix: ACSW
Zip Code: 96913-6304	Email: caring.communities@gmail.com
Country:	Phone Number (give area code) (671) 735-7102
	Fax Number (give area code) (671) 734-5910
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 98-0018947	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>	
7. TYPE OF APPLICANT: (See back of form for Application Types) A State Other (specify)	
9. NAME OF FEDERAL AGENCY: U.S. Department of Health and Human Services	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93-710	
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Various services, activities and benefits tailored to meet the specific needs of the community that would meet the short-term and long-term economic and employment needs of low-income families, individuals and communities.	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Island of Guam	
13. PROPOSED PROJECT Start Date: October 1, 2009 Ending Date: September 30, 2010	
14. CONGRESSIONAL DISTRICTS OF: a. Applicant: Guam b. Project: Guam	
15. ESTIMATED FUNDING:	
a. Federal	\$ 1,230,195.00
b. Applicant	\$.00
c. State	\$.00
d. Local	\$.00
e. Other	\$.00
f. Program Income	\$.00
g. TOTAL	\$ 1,230,195.00
16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. Authorized Representative	
Prefix: N/A	First Name: J. Peter
	Middle Name
Last Name: Roberto	Suffix: ACSW
b. Title: Director, DPHSS	c. Telephone Number (give area code): (671) 735-7102
d. Signature of Authorized Representative: 	e. Date Signed: 8-5-09

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District </div> <div> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization </div> </div>	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: <ul style="list-style-type: none"> "New" means a new assistance award. "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <div style="display: flex; justify-content: space-between;"> <div>A. Increase Award C. Increase Duration</div> <div>B. Decrease Award D. Decrease Duration</div> </div> 	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		



GUAM STATE CLEARINGHOUSE (GSC)

Grant Project Application
Notification of Intent to Apply for Federal Assistance

DUNS Number

778904292

Date received: _____

Received by: _____

SAI No.: _____

for Guam State Clearinghouse use only

1) Applicant Department/Entity:

Department of Public Health and
Social Services

2) Division:

Division of Public Welfare

3) Applicant Address:

123 Chalan Kareta
Mangilao, Guam 96913-6304

4) Contact Person, Phone Number, E-mail:

J. Peter Roberto, ACSW
(671) 735-7102
caring.communities@gmail.com

5) Due Date to Federal Agency:

July 2009

6) Federal Funds:

a. Grant \$ 1,230,195.00

b. Other \$

7) Non-Federal, Matching Funds:

a. Local \$

b. In-Kind \$

c. Other \$

8) Total Funds: \$

1,230,195.00

9) Federal Program/ Project

Community Services Block Grant
American Recovery and Reinvestment
Act of 2009 (CSBG Recovery Act)

10) Federal Domestic Catalog No., Public
Law No. and Title:

CFDA 93.710 ARRA-Community Services Block
Grant P.L. 105-285 Community Services
Block Grant Act of 1982

11) Federal Agency Name:

U.S. Department of Health and Human
Services

12) Federal Agency Address:

Administration for Children and Families
Office of Community Services
Division of State Assistance
Attention: Community Services Block Grant Program
370 L'Enfant Promenade S.W., 5th Floor West
Washington, D.C. 20447

13) Type of Application:

☒ New Grant ☐ Continuing Grant* ☐ Supplemental Grant* ☐ Other (Specify) _____

**Proceed to Question 14. Question 14 only applicable to CONTINUING and SUPPLEMENTAL grants.*

14) If grant application is for a continuing or supplemental grant, please provide the following:

(a) Initial date of grant period N/A

(b) Guam State Clearinghouse Application number N/A

Also, what grant year of the program's effective funding period, does this application impact?

N/A

15) Has federal funding agency been notified?

☒ Yes

☐ No

16) During which Fiscal Year will this program be implemented?

Fiscal Year 2010

17) If project includes local funding, identify source and rationale (BE SPECIFIC):

N/A

18) Is this program:

☒ BUDGETED (please identify legal budget authority: American Recovery and Reinvestment Act of 2009)

☐ NON-BUDGETED

19) Will this program require hiring of new employees? If YES, please provide number of employees (both existing and new) and justification. ☐ YES (Existing New) ☐ NO

Unable to determine this as the program will be outsourced to eligible entities via a Request for Proposal issued by the Department of Public Health and Social Services

20) Funding Method:

YEAR		<u>FEDERAL</u>		<u>LOCAL</u>		<u>TOTAL</u>
First Year	<u>100</u> %	<u>1,230,195.00</u>	%			<u>1,230,195.00</u>
Second Year	%		%			
Third Year	%		%			
Fourth Year	%		%			
Fifth Year	%		%			

21) List of Departments or Agencies that would be affected directly or indirectly by this application:

Department of Public Health and Social Services, Agency for Human Resources and Development, Department of Integrated Services for Individuals with Disabilities, Department of Labor, Department of Mental Health and Substance Abuse, Guam Community College, Guam Energy Office, Guam Housing Corporation, Guam Housing and Urban Renewal Authority, Guam Medical Referral Office, Guam Veteran's Affairs Office, Guam Visitor's Bureau, Mayor's Council of Guam, University of Guam

22) Summary of Project (Attach Supporting Documents as Necessary):

In accordance with the guidance provided by the Administration for Children and Families, States and local entities that provide services with CSBG funds are encouraged to focus their efforts on creating sustainable economic resources in communities. Eligible entities should: 1) provide a wide range of innovative employment-related services and activities tailored to meet the specific needs of their community; 2) use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families and communities; 3) make meaningful and measurable progress toward the reform goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

23) Does this application require an Environmental Impact Study?

☐ YES ☒ NO

24) Will this application conflict with any existing law?

☐ YES ☒ NO

25) Is enabling legislation required?

☐ YES ☒ NO

26) Will this program require maintenance of effort?

☐ YES ☒ NO

27) Does the granting agency provide for in-kind services to offset the local matching requirement?

☐ YES ☒ NO

28) Please provide the constant utilized to determine or calculate the allowable off-sets for amounts that may be claimed as in-kind.

N/A

29) Does the proposed program allow for pass through funding requiring services from sub-grantees or private contracts to accomplish its intended purpose? ☒ YES ☐ NO

30) Does the program require the grantee to negotiate an indirect cost plan?

☐ YES (please provide Negotiated Indirect Cost Rate percentage _____ %)

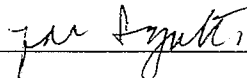
☒ NO

31) Has the grantee estimated the indirect cost within the proposed grant budget?

☐ YES ☒ NO

SUBMITTED AND APPROVED BY:

Signature of Authorized Representative:



Name of Authorized Representative:

J. Peter Roberto, ACSW

Position/Title of Authorized Representative:

Director, DPHSS

Date:

08-05-09

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		Director, DPHSS	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Department of Public Health and Social Services		12-05-09	

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. CSBG ARRA	93.710	\$	\$	\$ 1,230,195.00	\$	\$ 1,230,195.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 1,230,195.00	\$ 0.00	\$ 1,230,195.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	\$	0.00
b. Fringe Benefits						0.00
c. Travel						0.00
d. Equipment						0.00
e. Supplies						0.00
f. Contractual						0.00
g. Construction						0.00
h. Other						0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	0.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)				\$ 0.00	\$ 0.00
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 1,230,195.00	\$ 410,065.00	\$ 410,065.00	\$ 410,065.00	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)		\$ 1,230,195.00	\$ 410,065.00	\$ 410,065.00	\$ 410,065.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks: States must distribute 99% of the CSBG Recovery Act funds for grants to eligible entities, and 1% is to be used by the State for benefit enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.					

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

Elizabeth Ignacio

From: Gray, James (ACF) [james.gray@acf.hhs.gov]
Sent: Monday, July 13, 2009 11:06 PM
To: Elizabeth Ignacio
Subject: RE: Guam's CSBG Recovery Act State Plan

Great! I will be looking forward to your submission.

James W. Gray, Ph.D.
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20047
Telephone: (202) 401-5705
Fax: (202) 401-5718
Email: jgray@acf.hhs.gov

From: Elizabeth Ignacio [mailto:elizabeth.ignacio@dphss.guam.gov]
Sent: Thursday, July 09, 2009 6:48 PM
To: Gray, James (ACF)
Cc: 'Lydia Tenorio'; Susuico, Linda; lerma.duarosan@dphss.guam.gov; 'James Willsey'; buddy.cabanero@dphss.guam.gov
Subject: RE: Guam's CSBG Recovery Act State Plan

Hello,

We will submit the initial plan to you soon via e-mail. Any modifications to the plan based on the public hearing and the review and comment period will come after. Thanks a lot for your guidance.

Regards,

Elizabeth Ignacio
Program Coordinator
Bureau of Social Services Administration
Guam Department of Public Health and Social Services

From: Gray, James (ACF) [mailto:james.gray@acf.hhs.gov]
Sent: Thursday, July 09, 2009 11:08 PM
To: Elizabeth Ignacio
Subject: RE: Guam's CSBG Recovery Act State Plan

Ms Ignacio,

Thank you for your quick response.

Once your plan has been endorsed by the Governor, you can submit it to us. Your email indicates your intention to hold a public hearing, the results of your public hearing can be submitted to us when completed. We would like to review and accept your initial plan as soon as possible so that Guam can begin using the Recovery funds. Remember, if modifications to the plan are needed, it can be done after our receipt of your initial plan. Again, we would like for Guam to begin using the ARRA funds so services can be provided to help those in need now.

Thanks again for your cooperation and efforts.

James W. Gray, Ph.D.
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 200447
Telephone: (202) 401-5705
Fax: (202) 401-5718
Email: jgray@acf.hhs.gov

From: Elizabeth Ignacio [mailto:elizabeth.ignacio@dphss.guam.gov]
Sent: Wednesday, July 08, 2009 7:29 PM
To: Gray, James (ACF)
Cc: 'Lydia Tenorio'; Susuico, Linda; Ierma.duarosan@dphss.guam.gov; 'James Willsey'; buddy.cabanero@dphss.guam.gov
Subject: RE: Guam's CSBG Recovery Act State Plan

Hello,

We are finalizing the plan at this time. In about 2 weeks, we will hold the public hearing for one day and allow for comments by 5:00 p.m. that day. The application and plan will also be sent to the Guam State Clearinghouse (GSC) office for endorsement by the Governor of Guam, at which time GSC provides a period of time for public review and comment. We will contact you for any assistance and clarification. Thanks.

Regards,

Elizabeth Ignacio
Program Coordinator
Bureau of Social Services Administration
Guam Department of Public Health and Social Services

From: Gray, James (ACF) [mailto:james.gray@acf.hhs.gov]
Sent: Thursday, July 09, 2009 5:01 AM
To: elizabeth.ignacio@dphss.guam.gov
Subject: FW: Guam's CSBG Recovery Act State Plan

Ms. Ignacio,

We would like to authorize your use of the ARRA funds as soon as possible, however, we need your Territory application and plan. Could you please tell me how much more time you would need to email us your plan? Your plan can be email directly to me.

If you should need assistance in this process, please do not hesitate to contact me.

James W. Gray, Ph.D.
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 200447
Telephone: (202) 401-5705

Fax: (202) 401-5718
Email: jgray@acf.hhs.gov

From: Gray, James (ACF)
Sent: Wednesday, July 08, 2009 9:13 AM
To: 'Elizabeth Ignacio'
Subject: RE: Guam's CSBG Recovery Act State Plan

Ms. Ignacio,

In accordance with section 673 of the CSBG Act, in order for an agency to be an eligible entity it must have a tripartite board. This is required with both the CSBG regular appropriations and the ARRA appropriations.

The web page below contains Information Memorandum (IM) 82 which addresses tripartite boards. In the "background" section of the IM it states agencies are required to have a tripartite board in order to retain designation as an eligible entity.

<http://www.acf.hhs.gov/programs/ocs/csbg/guidance/im82.html>

James W. Gray, Ph.D.
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20047
Telephone: (202) 401-5705
Fax: (202) 401-5718
Email: jgray@acf.hhs.gov

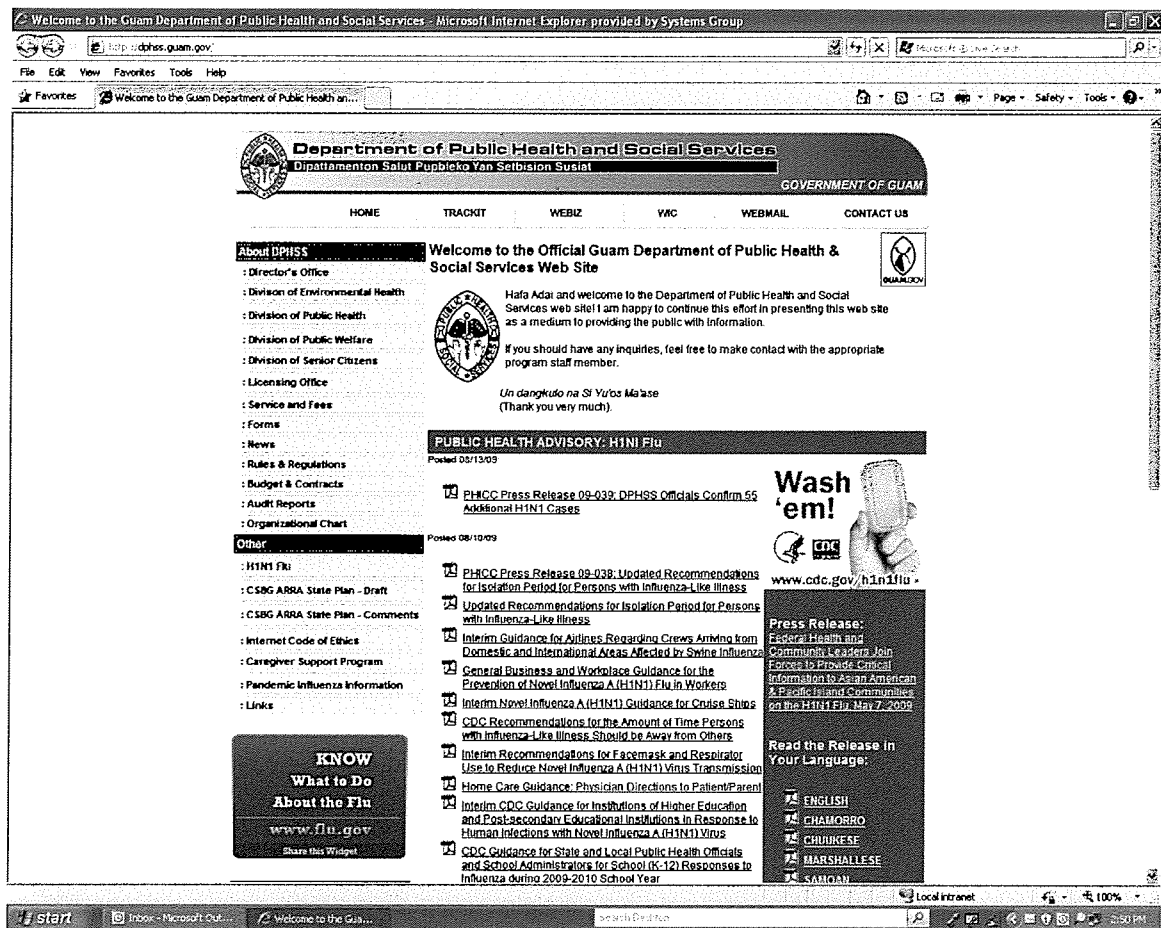
From: Elizabeth Ignacio [mailto:elizabeth.ignacio@dphss.guam.gov]
Sent: Wednesday, July 08, 2009 1:36 AM
To: Gray, James (ACF)
Cc: 'Lydia Tenorio'; Susuico, Linda; lerma.duarosan@dphss.guam.gov; 'James Willsey'; buddy.cabanero@dphss.guam.gov
Subject: Guam's CSBG Recovery Act State Plan

Hello Mr. Gray,

We are in the process of completing the Guam State Plan for use of CSBG Recovery Act funds. A question comes to mind for which we need clarification. As you are aware, Guam currently does not use its regular CSBG funds for services consistent with the CSBG act because it is a consolidated grant that is spent for services to promote the Title XX goals. Guam's proposed State Plan involves the development of a Request for Proposal for entities to submit a proposal to provide activities and benefits for the low-income population that the CSBG Recovery Act Program intends to serve. For private non-profit organization that submit plans, must those organizations meet the requirements of Sec. 676B on Tripartite Boards? We appreciate your guidance.

Regards,

Elizabeth Ignacio
Program Coordinator
Bureau of Social Services Administration



Posted on DPHSS website on 8/13/09.

Elizabeth Ignacio

From: Elizabeth Ignacio [elizabeth.ignacio@dphss.guam.gov]
Sent: Wednesday, August 26, 2009 9:21 AM
To: 'caring.communities@gmail.com'; 'Linda Susuico'
Cc: 'Lydia Tenorio'; 'Joseph Diaz'
Subject: FW: Amended CSBG Recovery Act Guam State Plan

Hello,

Below is the confirmation from Mr. James Gray on the acceptance of Guam's CSBG ARRA application and plan. BOSSA continues to work on planning for program services, as well as to finalize the RFP for contracted CSBG services. Liza

From: Gray, James (ACF) [mailto:james.gray@acf.hhs.gov]
Sent: Wednesday, August 26, 2009 1:47 AM
To: Elizabeth Ignacio
Cc: Lydia Tenorio; Joseph Diaz; lerma.duarosan@dphss.guam.gov; buddy.cabanero@dphss.guam.gov; James Willsey
Subject: RE: Amended CSBG Recovery Act Guam State Plan

Elizabeth,

Thank you for the additional information requested for your Community Services Block Grant (CSBG), American Recovery and Reinvestment Act (ARRA) application and plan. The Guam CSBG ARRA application and plan has been reviewed and accepted with the caveat that funds used for trade school and university attendance are available for individual courses only. Payment for trade school and university tuition and expenses are not allowed. Additionally, funds used for on-the-job training initiatives can not be used for construction or capital improvement as addressed in section 678F of the CSBG Act. You should be receiving an official letter of acceptance from the Director of the Office of Community Services within a week or two. However, you can begin using your ARRA funds.

If you should have question regarding the CSBG ARRA grant, please contact me as indicated below.

Congratulations on the acceptance of your CSBG application and plan

James W. Gray, Ph.D.
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20047
Telephone: (202) 401-5705
Fax: (202) 401-5718
Email: jgray@acf.hhs.gov

From: Elizabeth Ignacio [mailto:elizabeth.ignacio@dphss.guam.gov]
Sent: Monday, August 24, 2009 12:17 AM
To: Gray, James (ACF)
Cc: 'Lydia Tenorio'; 'Joseph Diaz'; lerma.duarosan@dphss.guam.gov; buddy.cabanero@dphss.guam.gov; 'James Willsey'
Subject: Amended CSBG Recovery Act Guam State Plan

Dear Mr. Gray,

As per your proposal, we have made the changes to the State Plan to reflect BOSSA as Guam's only public organization eligible entity to receive 99% of the ARRA funds. Appendix D in the original plan will no longer apply; this pertained to a list of possible eligible entities. As you are already aware, we will not hold a public hearing. The plan is currently posted on the DPHSS and the Guam State Clearinghouse web pages for public inspection and comment. A public notice

informing the general public of the availability of the plan will soon be published in the Pacific Daily News. We will await your feedback on the amendments. Thanks once again for all your guidance and support.

Regards,

Elizabeth Ignacio
Program Coordinator
Bureau of Social Services Administration
Department of Public Health and Social Services

Elizabeth Ignacio

From: Elizabeth Ignacio [elizabeth.ignacio@dphss.guam.gov]
Sent: Wednesday, August 26, 2009 9:08 AM
To: 'Gray, James (ACF)'
Cc: 'caring.communities@gmail.com'; 'Linda Susuico'; 'Lydia Tenorio'; 'Joseph Diaz'; 'lerma.duarosan@dphss.guam.gov'; 'buddy.cabanero@dphss.guam.gov'; 'James Willsey'
Subject: RE: Amended CSBG Recovery Act Guam State Plan

Dear Mr. Gray,

This is to convey our sincere gratitude and appreciation for your technical expertise and support, and for the opportunity to be a part of this significant program that will truly benefit Guam's needy population. *Si Yu'us Ma'ase.*

Regards,

Elizabeth Ignacio
Program Coordinator
Bureau of Social Services Administration
Department of Public Health and Social Services

From: Gray, James (ACF) [mailto:james.gray@acf.hhs.gov]
Sent: Wednesday, August 26, 2009 1:47 AM
To: Elizabeth Ignacio
Cc: Lydia Tenorio; Joseph Diaz; lerma.duarosan@dphss.guam.gov; buddy.cabanero@dphss.guam.gov; James Willsey
Subject: RE: Amended CSBG Recovery Act Guam State Plan

Elizabeth,

Thank you for the additional information requested for your Community Services Block Grant (CSBG), American Recovery and Reinvestment Act (ARRA) application and plan. The Guam CSBG ARRA application and plan has been reviewed and accepted with the caveat that funds used for trade school and university attendance are available for individual courses only. Payment for trade school and university tuition and expenses are not allowed. Additionally, funds used for on-the-job training initiatives can not be used for construction or capital improvement as addressed in section 678F of the CSBG Act. You should be receiving an official letter of acceptance from the Director of the Office of Community Services within a week or two. However, you can begin using your ARRA funds.

If you should have question regarding the CSBG ARRA grant, please contact me as indicated below.

Congratulations on the acceptance of your CSBG application and plan

James W. Gray, Ph.D.
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20047
Telephone: (202) 401-5705
Fax: (202) 401-5718
Email: jgray@acf.hhs.gov

From: Elizabeth Ignacio [mailto:elizabeth.ignacio@dphss.guam.gov]
Sent: Monday, August 24, 2009 12:17 AM
To: Gray, James (ACF)

Cc: 'Lydia Tenorio'; 'Joseph Diaz'; lerma.duerosan@dphss.guam.gov; buddy.cabanero@dphss.guam.gov; 'James Willsey'
Subject: Amended CSBG Recovery Act Guam State Plan

Dear Mr. Gray,

As per your proposal, we have made the changes to the State Plan to reflect BOSSA as Guam's only public organization eligible entity to receive 99% of the ARRA funds. Appendix D in the original plan will no longer apply; this pertained to a list of possible eligible entities. As you are already aware, we will not hold a public hearing. The plan is currently posted on the DPHSS and the Guam State Clearinghouse web pages for public inspection and comment. A public notice informing the general public of the availability of the plan will soon be published in the Pacific Daily News. We will await your feedback on the amendments. Thanks once again for all your guidance and support.

Regards,

Elizabeth Ignacio
Program Coordinator
Bureau of Social Services Administration
Department of Public Health and Social Services

Elizabeth Ignacio

From: Elizabeth Ignacio [elizabeth.ignacio@dphss.guam.gov]
Sent: Thursday, August 20, 2009 9:01 AM
To: 'Gray, James (ACF)'
Cc: 'Lydia Tenorio'; 'Joseph Diaz'
Subject: RE: CSBG ARRA Guam State Plan

Dear Mr. Gray,

Thank you for your guidance and clarification. We will work on making the adjustments to the State plan to ensure compliance. We will submit the amended plan as soon as possible.

Regards,

Elizabeth Ignacio

From: Gray, James (ACF) [mailto:james.gray@acf.hhs.gov]
Sent: Thursday, August 20, 2009 12:54 AM
To: Elizabeth Ignacio
Subject: RE: CSBG ARRA Guam State Plan

Elizabeth,

Thank you for your questions on CSBG ARAA. I would like to make clear that we want Guam to continue as a consolidated grant as addressed in 45 CFR Part 97. We do want to ensure that as an insular area Guam is in compliance with the statutes and regulations of the CSBG program as addressed in 45 CFR Part 97.15 and 16.

As you may know, under the regular CSBG program, grantees use funds to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act fund. In recognition of the intent of Recovery Act funds, States and Territories should encourage local CSBG services providers to support employment-related services and activities that create and sustain economic growth in keeping with the expressed purpose of ARRA. States and eligible entities are strongly encouraged to plan for strategic use of ARRA fund to support projects and activities that can be accomplished in a timely manner and that will have a sustained impact on community employment and economic development.

Question 1

In response to question one, the table below provides some examples of the types of activities that have been supported at the community level in prior CSBG programs. The examples provided below are intended as a general guideline rather than prior approval of particular expenditures. In practice, the allowability of specific costs may vary depending on the facts in any particular instance. For example, since expenditures are subject to criteria in OMB cost principles, such as whether costs are reasonable, allocable to the grant objectives and adequately documented, even costs in these categories may be unallowable under circumstances that do not meet these criteria. OMB Cost Principles may be obtained on the following website link:

<http://www.whitehouse.gov/omb/circulars/a122/a122.html>

Projects that focus on complex financial transactions may be subject to additional State or Federal review or monitoring to assure availability of appropriate financial expertise, monitoring capacity, internal controls, and risk management.

<u>Employment Programs</u> -- Examples of these services may include:
<ul style="list-style-type: none">• Support for job retention, including counseling, training, and supportive services, such as transportation, child care, and the purchase of uniforms or work clothing;

<ul style="list-style-type: none"> • Skills training, job application assistance, resume writing, and job placement;
<ul style="list-style-type: none"> • On-the-job training and opportunities for work;
<ul style="list-style-type: none"> • Job development, including finding employers willing to recruit through the agency, facilitating interviews, creating job banks, and providing counseling to employees, and developing new employment opportunities in the community;
<ul style="list-style-type: none"> • Vocational training for high school students and the creation of internships and summer jobs; and/or
<ul style="list-style-type: none"> • Other specialized adult employment training.
<u>Education Programs</u> – Examples of these services may include:
<ul style="list-style-type: none"> • Adult education, including courses in English as a Second Language (ESL) and General Education Development (GED) preparation with flexible scheduling for working students;
<ul style="list-style-type: none"> • Child care classes, providing both child development instruction and support for working parents or home child care providers;
<ul style="list-style-type: none"> • Alternative opportunities for school dropouts and those at risk of dropping out;
<ul style="list-style-type: none"> • Scholarships for college or technical school;
<ul style="list-style-type: none"> • Guidance about adult education opportunities in the community;
<ul style="list-style-type: none"> • Programs to enhance academic achievement of students in grades K–12, while combating drug or alcohol use and preventing violence; and/or
<ul style="list-style-type: none"> • Computer-based courses to help train participants for the modern-day workforce.
<u>Income Management Programs</u> -- Examples of these services may include:
<ul style="list-style-type: none"> • Development of household assets, including savings;
<ul style="list-style-type: none"> • Assistance with budgeting techniques;
<ul style="list-style-type: none"> • Consumer credit counseling;
<ul style="list-style-type: none"> • Business development support;
<ul style="list-style-type: none"> • Homeownership assistance;
<ul style="list-style-type: none"> • Energy conservation and energy consumer education programs, including weatherization;
<ul style="list-style-type: none"> • Tax counseling and tax preparation assistance; and/or
<ul style="list-style-type: none"> • Assistance for the elderly with claims for medical and other benefits.
<u>Housing Programs</u> – Examples of these services may include:

<ul style="list-style-type: none"> • Homeownership counseling and loan assistance;
<ul style="list-style-type: none"> • Counseling and advocacy about landlord/tenant relations and fair housing concerns;
<ul style="list-style-type: none"> • Assistance in locating affordable housing and applying for rent subsidies and other housing assistance;
<ul style="list-style-type: none"> • Transitional shelters and services for the homeless;
<ul style="list-style-type: none"> • Support for management of group homes; and/or
<ul style="list-style-type: none"> • Rural housing and infrastructure development.
<u>Emergency Services Programs</u> – Examples of these services may include:
<ul style="list-style-type: none"> • Emergency temporary housing;
<ul style="list-style-type: none"> • Projects to obtain rental or mortgage assistance and provide intervention with landlords;
<ul style="list-style-type: none"> • Projects to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs;
<ul style="list-style-type: none"> • Energy crisis assistance and utility shut-off prevention;
<ul style="list-style-type: none"> • Emergency food, clothing, and furniture;
<ul style="list-style-type: none"> • Crisis intervention in response to child or spousal abuse;
<ul style="list-style-type: none"> • Emergency heating system repair;
<ul style="list-style-type: none"> • Crisis intervention telephone hotlines;
<ul style="list-style-type: none"> • Linkages with other services and organizations to assemble a combination of short-term resources and longer-term support; and/or
<u>Nutrition Programs</u> – Examples of these services may include::
<ul style="list-style-type: none"> • Organizing and operating food banks;
<ul style="list-style-type: none"> • Assisting food banks of faith-based and civic organization partners with food supplies and/or management support;
<ul style="list-style-type: none"> • Counseling regarding family and children's nutrition and food preparation;
<ul style="list-style-type: none"> • Preparing and delivering meals, especially to the homebound elderly;
<ul style="list-style-type: none"> • Providing meals in group settings; and/or
<ul style="list-style-type: none"> • Initiating self-help projects, such as community gardens, community canneries, and food buying groups.
<u>Linkages</u> – Examples of linkage initiatives may include:

<ul style="list-style-type: none"> • Coordination among programs, facilities, and shared resources through information systems, communications systems, and shared procedures;
<ul style="list-style-type: none"> • Community needs assessments, followed by community planning, organization, and advocacy to meet these needs;
<ul style="list-style-type: none"> • Creation of coalitions for community changes, such as reducing crime or partnering businesses with low-income neighborhoods in order to plan long-term development;
<ul style="list-style-type: none"> • Efforts to establish links between resources, such as transportation and medical care and programs that bring services to the participants, such as mobile clinics or recreational programs, and management of continuum-of-care initiatives; and/or
<ul style="list-style-type: none"> • The removal of barriers, such as transportation problems, that hinder low-income individuals' abilities to access their jobs or other necessary activities.
<u>Self-Sufficiency Programs</u> – Examples of these services may include:
<ul style="list-style-type: none"> • An assessment of the issues facing a family or family members and the resources to address these issues;
<ul style="list-style-type: none"> • A written plan for becoming more financially independent and self-supporting; and/or
<ul style="list-style-type: none"> • Services that are selected to help the participant implement sufficiency plans (i.e. clothing, bus passes, emergency food assistance, career counseling, family guidance counseling, referrals to the Social Security Administration for disability benefits, assistance with locating possible jobs, assistance in finding long-term housing, etc.).
<u>Health Programs</u> – Examples of these services may include::
<ul style="list-style-type: none"> • Recruitment of volunteer medical personnel to assist uninsured low-income families;
<ul style="list-style-type: none"> • Prenatal care, maternal health, and infant health screening;
<ul style="list-style-type: none"> • Assistance with pharmaceutical donation programs;
<ul style="list-style-type: none"> • Immunization;
<ul style="list-style-type: none"> • Periodic screening for serious health problems, such as tuberculosis, breast cancer, HIV infection, and mental health disorders;
<ul style="list-style-type: none"> • Health screening of all children;
<ul style="list-style-type: none"> • Treatment for substance abuse;
<ul style="list-style-type: none"> • Other health services, including dental care, health insurance advocacy, CPR training, and education about wellness, obesity, and First Aid; and/or
<ul style="list-style-type: none"> • Transportation to health care facilities and medical appointments.
<u>Programs for Youth and Seniors</u> – Services noted under these categories may be targeted exclusively to children and youth from ages six to 17 or persons over 55 years of age.

Youth programs supported include:
<ul style="list-style-type: none"> • Recreational facilities and programs;
<ul style="list-style-type: none"> • Educational services;
<ul style="list-style-type: none"> • Health services and prevention of risky behavior;
<ul style="list-style-type: none"> • Delinquency prevention; and/or
<ul style="list-style-type: none"> • Employment and mentoring projects.
<ul style="list-style-type: none"> • Seniors' programs help seniors to avoid or ameliorate illness or incapacity; address absence of a caretaker or relative; prevent abuse and neglect; and promote wellness. Services supported may include:
<ul style="list-style-type: none"> • Home-based services, including household or personal care activities that improve or maintain well-being;
<ul style="list-style-type: none"> • Assistance in locating or obtaining alternative living arrangements;
<ul style="list-style-type: none"> • In-home emergency services or day care;
<ul style="list-style-type: none"> • Group meals and recreational activities;
<ul style="list-style-type: none"> • Special arrangements for transportation and coordination with other resources;
<ul style="list-style-type: none"> • Case management and family support coordination; and/or
<ul style="list-style-type: none"> • Home delivery of meals to ensure adequate nutrition.

Question 2:

Yes, ARRA funds can be used for vocational courses for foster care children, however, payment should be made by vouchers and not directly to individuals. Remember, funds must be expended by September 2010.

Question 3:

Yes, as long as the rent subsidies are on an emergency basis.

Question 4:

Yes

Question 5

ARRA funds can be provided in support of private or non-profit services employment training, however for-profit companies are not allowed.

Question 6

How States administer benefit enrollment coordination activities may vary, but the Recovery Act states that funds are reserved to support identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs. For example, benefits enrollment coordination activities may help to: 1) educate the public on the eligibility

requirements for the various benefits programs; 2) simplify the process of identifying and enrolling individuals and families eligible for benefit programs; 3) direct individuals and families to the most appropriate program; 4) account for individuals and families whose initial contact is through eligible entities or other non-State agencies; and 5) avoid losing individuals and families before, during and after the referral process.

Additional references for guidance regarding Federal Benefit programs and eligibility include Information Memorandum (IM) #30 - Guidance on the Interpretation of "Federal Public Benefit" Under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), P.L. 104-193 and Summary of Immigrant Eligibility Restrictions Under Current Law As of 2/25/2009, <http://aspe.hhs.gov/hsp/immigration/restrictions-sum.shtml>.

Routine monitoring of eligible entities would not be an allowable use of benefits enrollment coordination funds, since routine monitoring would not clearly support identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.

Question 7:

I would encourage Guam to use the ARRA funds for the transition services stated in the table above. Direct payment to families is not advised, all ARRA funds must be accounted which make a voucher payment method much more efficient.

Question 8:

I do not have copies of board bylaws that I can distribute without the permission of the eligible entity. I can, however, invite you to review the below website to get an idea of what other eligible entities (community action agencies) are doing around the country. The website is: <http://www.virtualcap.org/> I would also encourage you to follow the requirements addressed in IM 82, "Tripartite Boards", as attached.

Elizabeth, I hope this information will be helpful in completing Guam's ARRA plan.

James W. Gray, Ph.D.
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20047
Telephone: (202) 401-5705
Fax: (202) 401-5718
Email: jgray@acf.hhs.gov

From: Elizabeth Ignacio [<mailto:elizabeth.ignacio@dphss.guam.gov>]
Sent: Wednesday, August 19, 2009 2:10 AM
To: Gray, James (ACF)
Cc: 'Lydia Tenorio'; 'Joseph Diaz'
Subject: CSBG ARRA Guam State Plan

Hi Mr. Gray,

Thank you for your feedback and suggestions on how Guam's CSBG ARRA plan can come into compliance with the CSBG statute. We will make the necessary changes you propose to ensure compliance.

It is suggested that the BOSSA be the eligible entity to receive 99% of the CSBG ARRA funds for which to use to enhance current services, as well as to contract for various services via a RFP. DPHSS shall retain the 1%. A few questions, which are below, come to mind for which we need technical assistance.

The BOSSA is a bureau under the DPHSS, a non-autonomous line agency of the government of Guam. The DPHSS receives regular CSBG funds annually, which is being administered by the BOSSA for various child and family welfare programs. As authorized in 45 CFR Part 97 – Consolidation of Grants to the Insular Areas, the CSBG block grant along with 8 other block grants are spent under the statutory authority of the Title XX Act. In line with this authority, BOSSA utilizes CSBG funds to focus on goal 3 of the Title XX Act, which is preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families.

The BOSSA's operation involves provision of direct social services to clients for cases of child abuse and neglect, foster care, adoption, custody, and family preservation and support. In addition, workers license and monitor child care facilities, and certify family foster homes. In our efforts to promote reunification and restore family stability, families whose children are referred for services are referred to a wide range of community resources to address the causes of abuse and neglect, and family violence.

Eligibility criteria for services include children age birth through 17 who are referred for abuse or neglect, and their families, individuals aspiring to adopt, and individuals who wish to provide child care and foster care services. There are no income eligibility criteria for these services as they are all available to everyone.

Question #1: What type of services and activities can BOSSA expand on with the use of CSBG ARRA funds that will be consistent with the goals and objectives of the program?

Question #2: Can BOSSA use CSBG ARRA funds to pay for vocational courses at a local community college for our foster children who are transitioning into adulthood? If so, are these payments made directly to the eligible foster children or to the community college?

Question #3: Are these youths-in-transition eligible to receive rent subsidies and other emergency assistance upon emancipation and leaving the foster care system?

Question #4: As the eligible entity, can BOSSA pass-through most of the CSBG ARRA funds, via an RFP, to those organizations that have the experience and operational capacity to provide services for the low-income population?

Question #5: Guam has experienced near double-digit unemployment in the past. Guam's primary industries, which are tourism and military spending, are unique due to its size and geographic location. Can BOSSA provide CSBG ARRA grants to private, for-profit companies such as employment training schools, and to the local community college, for the purpose of providing short-term vocational and educational courses to individuals who need assistance in increasing their employment opportunities? The courses will include GED, computer literacy, culinary skills, food service, visitor hospitality skills, airline ticketing, auto mechanic, electrical, cement mason and others.

Question #6: Can we be provided with web links for sample intake application forms for CSBG program benefits that are utilized by other States and eligible entities?

Question #7: States are encouraged to use CSBG ARRA funds to assist families who are to transition off of State programs funded under Part A of Title IV of the Social Security Act. The Bureau of Economic Security (BES), which is also another bureau of the DPHSS, provides TANF benefits to families. Are we to redirect those TANF clients from BES to BOSSA for other forms of assistance that will meet their needs to become fully self-sufficient? If so, what are some of the benefits and services that we can provide to them during the transition phase? Are we able to provide CSBG ARRA assistance via direct payments to these families?

Question #8: As a non-autonomous government organization and designated eligible entity, BOSSA of the DPHSS must establish a tripartite board. Is this a formal process? We have no experience in creating a board. Can this be an informal process? Are we to establish board bylaws? If so, can we be provided with sample bylaws used by other States?

We appreciate all the guidance and assistance you can provide us.

Regards,

Elizabeth Ignacio
Program Coordinator
Bureau of Social Services Administration
Department of Public Health and Social Services

Territory of Guam



Department of Public Health & Social Services

FFY 2009 and 2010

COMMUNITY SERVICES BLOCK GRANT AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (CSBG Recovery Act) STATE PLAN

SUBMITTED TO

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
OFFICE OF COMMUNITY SERVICES**

Table of Contents

- I. Federal Fiscal Year Covered by this State CSBG Recovery Act Plan**
- II. Letter of Transmittal**
- III. Executive Summary**
 - A. CSBG State Legislation
 - B. Designation of Lead State Agency to Administer the CSBG Recovery Act Program
 - C. Public Inspection Requirement
- IV. Statement of Federal and CSBG Recovery Act Assurances**
 - A. Section 676 of CSBG Act
 - B. Additional Assurances
- V. The Narrative State Plan**
 - A. Administrative Structure
 - (1) State Administrative Agency
 - (2) Eligible Entities
 - (3) Distribution and Allocation of Funds
 - B. Description of Criteria and Distribution Formula
 - C. Description of Distribution and Use of Restricted Funds
 - D. State Community Services Program Implementation
 - (1) Program Overview
 - (2) Community Needs Assessment
 - E. Fiscal Control
 - (1) State Program Monitoring
 - (2) Corrective Action, Termination and Reduction of Funding
 - (3) Tracking
 - F. Reporting and Registration Requirements
- VI. Appendices**
 - Appendix A: Letter of Transmittal
 - Appendix B: Designation Letter
 - Appendix C: Public Inspection Notice
 - Appendix D: Geographic Areas Served
 - Appendix E: Map of Guam
 - Appendix F: Additional Assurances
 - Appendix G: Certification Regarding Environmental Tobacco Smoke

I. Federal Fiscal Years Covered by this State CSBG Recovery Act Plan

The Guam Community Services Block Grant American Recovery and Reinvestment Act (CSBG Recovery Act) State Plan covers fiscal years 2009 through 2010. This plan is specific to the Community Services Block Grant as appropriated pursuant to the American Recovery and Reinvestment Act of 2009.

II. Letter of Transmittal

A cover letter to the Director, Office of Community Services (OCS) including the CSBG Program Contact Person and the State CSBG Official who is to receive the CSBG Recovery Grant Award with complete addresses, telephone numbers, fax numbers and e-mail addresses is included in **Appendix A**.

III. Executive Summary

A. CSBG State Legislation

Guam currently does not implement community action programs through the regular CSBG grant due to the CSBG grant consolidated under the Title XX Social Services Block Grant Program.

Upon the availability of funding under the CSBG Recovery Act Program, Guam's program shall be governed by the principle of community self-help, thereby promoting new economic opportunities for Guam residents living in poverty through well-planned, broadly-based and locally-controlled programs of community action.

The purpose of the CSBG Program is to stimulate an effective concentration of all available local, state, private, and federal resources upon the goal of enabling low-income families and individuals of all ages to attain the skills, knowledge, and motivations and to secure the opportunities needed for them to become fully self-sufficient.

B. Designation of Lead State Agency to Administer the CSBG Recovery Act Program

Section 676(a) of the CSBG Act requires the Chief Executive of each State to designate an appropriate State agency to act as lead agency for administration of the Community Services Block Grant. **Appendix B**.

Designated State Lead Agency: Department of Public Health and Social Services

Director of Designated State Agency: J. Peter Roberto, ACSW

The DPHSS Director has placed this program in the Division of Public Welfare where it is administered by the Bureau of Social Services Administration (BOSSA).

C. Public Inspection Requirement

(1) Public Inspection of State Recovery Act Plan

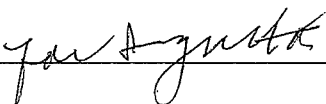
The draft Guam CSBG Recovery Act Plan was made available for public inspection and comment on the DPHSS web-site: www.dphss.guam.gov, and during the Guam State Clearinghouse review and comment period. Public inspection on the web-site was available on August 13, 2009. A public notice will be made in the Pacific Daily News on the availability of the plan to the general public. In addition, copies of the final Guam CSBG Recovery Act Plan will be made available through the Bureau of Social Services Administration office and will remain there on file for future reference. **Appendix C.**

IV. Statement of Federal and CSBG Recovery Act Assurances

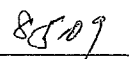
- A. As part of the plan required by Section 676 of the Community Services Block Grant Act, as amended, (The Act), the designee of the chief executive of the State hereby agrees to the Assurance in Section 676 of the Act, unless otherwise stated in the American Reinvestment and Recovery Act (Recovery Act) of 2009.
- B. The State further agrees to the following, as required under the Recovery Act:
 - (1) To submit a plan to the Secretary containing information and provisions that describes the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in the Recovery Act.
 - (2) To distribute not less than 99% of the Recovery Act allocations made available to the State by the Secretary to make grants to "eligible entities" as defined by Section 673(1) of the CSBG Act for the stated purpose of the Recovery Act.
 - (3) To make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding carryover of unobligated funds as stated in the Appropriations Act. (H.R. 3061)
 - (4) To spend no more than 1% of the State allotment received under the Recovery Act for benefits enrollment coordination activities relating to

entities" as defined by Section 673(1) of the CSBG Act for the stated purpose of the Recovery Act.

- (3) To make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding carryover of unobligated funds as stated in the Appropriations Act. (H.R. 3061)
- (4) To spend no more than 1% of the State allotment received under the Recovery Act for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in federal, state, and local benefit programs.
- (5) To fulfill supplemental reporting requirements for CSBG Recovery Act funds.
- (6) To provide information describing how the State will carry out activities and services supported by Recovery Act funds. **(This is the Narrative State CSBG Recovery Act Plan)**

Signature 

J. Peter Roberto, ACSW – Director, DPHSS
Director of Designated Lead Agency


Date

- 4) *Support early recovery of health.*
- 5) *Minimize disability and premature death.*
- 6) *Prevent of communicable disease.*
- 7) *Provide close surveillance of the very young, chronically ill and the aged.*
- 8) *Support development of self-sufficiency (for financial independence).*
- 9) *Preserve and provide vital records for research purposes and for public service.*

The DPHSS responsibilities are fulfilled through four program divisions: Division of Environmental Health, Division of Public Health, Division of Public Welfare and Division of Senior Citizens, along with the Director's office.

The DPHSS Director has placed the CSBG Recovery Act program in the Division of Public Welfare (DPW). The mission of DPW is to promote positive social conditions that contribute toward the attainment of the highest social well being for the economically and socially disadvantaged populations within the territory of Guam by developing an efficient and effective delivery system of services to eligible clients within the territory; by determining eligibility of applicants; by administering payments and various social services to remove social barriers which prevent persons from obtaining/maintaining the basic necessities of life to include safe and decent housing, medical care, nutritious foods and employment status.

(2) CSBG Eligible Entities

(a) Provide a list of CSBG Eligible Entities.

The DPHSS has designated BOSSA to be the public organization eligible entity.

(b) Show geographic areas served.

*Refer to **Appendix D** for List of 2009 CSBG Program Service Areas.*

The geographic area served will be the island of Guam. Guam consists of nineteen (19) villages/cities. The estimated population count as of July 2009 is 178,430 people.

(3) Distribution and Allocation of Funds

(a) Planned Distribution of CSBG ARRA Funds to the eligible entity.

In accordance with the Recovery Act, at least ninety-nine percent of the CSBG funds will be distributed to the eligible entity.

B. Description of Criteria and Distribution Formula

The Recovery Act mandates that States pass through 99% of their Recovery Act allocation to eligible entities under the CSBG Act, and reserve the remaining 1% for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in federal, state, and local benefit programs. It is important to note that unlike the regular CSBG program, the Recovery Act does not allow for State expenditures on administrative costs and statewide discretionary activities.

Guam is set to receive a total of \$1,230,195.00 in CSBG Recovery Act allocations. The DPHSS will distribute 99% of funds to BOSSA, a public organization and the designated eligible entity. The remaining 1% will be used by the DPHSS for benefits enrollment activities.

The BOSSA will use a portion of CSBG Recovery Act funds to enhance and expand its programs and services for children and families. Recovery Act funds will also be used to contract for various services through the development of a DPHSS Request for Proposal (RFP). All organizations that respond to the RFP will be evaluated by the DPHSS RFP Committee to determine overall qualification based on ability, knowledge, experience and other criteria. Upon determination of the qualified organizations, cost proposals will be requested upon which negotiations of cost will take place between the organizations and the Committee, with guidance from the BOSSA that will administer the program(s).

The contracted organizations' share of funds will be based on the final cost proposal. Cost proposals shall be based on the estimated number of clients to be served, the types of activities and benefits to be provided along with other acceptable costs that are justified by the organizations. Services and benefits must be provided on or before September 30, 2010.

C. Description of Distribution and Use of Restricted Funds

Guam shall reserve 1%, or approximately \$12,301.95 of its Recovery Act funds for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in federal, state, and local benefit programs.

The BOSSA shall develop in conjunction with the DPHSS and the organizations, a detailed benefit enrollment plan. The plan will include details about how DPHSS will work to increase awareness of existing and Recovery Act programs and coordinate with a variety of organizations,

fundings and communities. The plan will include activities to reach residents of Guam with incomes not to exceed 200% of the 2009 HHS Federal poverty guidelines.

BOSSA will coordinate with the contracted organizations and other partners across the island in various ways to increase awareness and understanding of existing and Recovery Act programs as well as establish plans for sustainability of certain Recovery Act programs. This coordination may include working with and providing support to existing or new community councils, unmet needs committees, or other local community coalitions.

D. State Community Services Program Implementation

Program Overview

The DPHSS receives regular CSBG program funds annually as a consolidated grant that is spent to meet the goals and objectives of the Title XX, also known as the Social Services Block Grant (SSBG) program. CSBG funds are administered by the BOSSA and spent on various child and family welfare programs. As authorized in 45 CFR Part 97 – Consolidation of Grants to the Insular Areas, regular CSBG funds are spent under the statutory authority of the Title XX Act.

Therefore, the DPHSS currently does not have any contracts with eligible entities that are the organizations that would normally carry out the goals and objectives for which the CSBG program aims to achieve. DPHSS will designate BOSSA as the eligible entity.

A Request for Proposal (RFP) for services consistent with the CSBG Recovery Act Program is being developed by BOSSA. The RFP will specifically seek proposals from organizations on island for the development of initiatives and activities, and for the provision of services and benefits to low-income families and individuals that meet the income limit for eligibility of 200% of the Federal poverty level.

The DPHSS has identified many non-government organizations (NGO) that serve the entire island. Many of these NGOs are private and public non-profit organizations that provide community-based services. To be eligible for services, some NGOs require that applicants meet certain eligibility requirements based on income and household size, while others provide services based on need alone. They typically serve the low-income, homeless, non-employed and very poor individuals and households. The NGOs have the experience, capability and capacity to provide the services and financial assistance to those individuals for which the CSBG Recovery Act Program intends to serve.

In order to solicit necessary information on how the organizations will use the funds and address each required CSBG Recovery Act State Plan and Local Plan component, questions and other information from the CSBG Recovery Act Local Plan form will be incorporated in the RFP. This is to ensure that services and activities will be in accord with the provisions of the CSBG Recovery Act Program.

The DPHSS RFP Committee will review and rate all proposals submitted to determine qualification of offerors. Upon selection of the organizations, the Committee will solicit cost proposals from the organizations. Cost proposals will be reviewed for completeness, accuracy and consistency with services and benefits. Negotiations of cost may take place between the Committee and the organizations. After final negotiations are settled, the approved cost proposals will be submitted to the Committee. Upon the completion of the RFP process by the DPHSS, contracts between the DPHSS and the organizations will be developed.

The information described below is a general summary of what the BOSSA and other organizations will accomplish, with respect to each of the required plan component.

(a) The Service Delivery System of Benefit Enrollment Coordination Activities

Benefit enrollment coordination activities will be a combined effort between the DPHSS, BOSSA and the contracted organizations. The DPHSS BOSSA Program Coordinators and Management Analyst personnel will ensure, via various coordination activities with the organizations, that all eligible individuals and families on island will be able to avail of the services. The BOSSA will also work, via information and referral for new enrollment, with various government agencies such as the DPHSS Division of Public Welfare, DPHSS Division of Senior Citizens, Guam Housing and Urban Renewal Authority, Guam Energy Office and others for benefits and eligibility coordination. These agencies work with individuals and families to provide them benefits such as Section 8 housing, Weatherization Assistance Program, Temporary Assistance to Needy Families, Medically Indigent Program, Child Care Development Funds, Food Stamps, Welfare to Work and other benefits. By working with the contracted organizations and government agencies that provide benefits, BOSSA can ensure that the island's population in need will be provided with their most basic necessities, thus enabling them to address and resolve their immediate situation. The BOSSA will take measures to ensure that the organizations will follow and adhere to guidelines established for verifying eligibility. To facilitate efforts, BOSSA will conduct periodic meetings throughout the grant period for

the purpose of collaboration with the organizations to discuss the identification and enrollment of clients for services.

Press releases and public notices via various media will be issued by the DPHSS to inform the general public of the availability of various services and benefits under the Recovery Act funds, and where to go for assistance.

BOSSA will establish contacts with the Mayor's Council of Guam for information and referral. Guam consists of 19 villages, each with an elected Mayor. The Mayor's offices are used by many island residents as information and help centers where they often go to seek help and assistance for a range of problems, many of which are deemed emergency situations.

(b) Description of Recovery Act Projects

Guam's population is 175,877, based on July 2008 estimates. Guam consists of 19 villages. Eligibility for CSBG Recovery Act services for the fiscal years 2009 and 2010 will be set at 200 percent of Federal official poverty guidelines set by the U.S. Department of Health and Human Services.

Guam's State Plan for CSBG Recovery Act funds will involve the use of a portion of the funds to expand and enhance services and activities for children and their families in the child welfare system that are currently being served by the BOSSA. Funds will be used to provide for the emergency needs of children who are transitioning into adulthood and out of the foster care system.

BOSSA will also utilize funds to address the unique employment needs of the island community. In a report by the Guam Department of Labor, the island has experienced a record-high unemployment rate of 15.3% in 2000. In 2002, unemployment was recorded at 11.4% and 6.9% in 2006. Guam's economy is dependent upon two primary industries, which are tourism and military spending due to its size and geographic location. Locally owned businesses also play a major role in fueling the economy. These industries provide the foundation for employment opportunities for many island residents. Substantial employment activities are contingent upon the strength, consistency and progression of these major industries. Any downward shift in tourism numbers and military activity present economic and employment challenges that are unique.

Plans will be made to provide grant funds to a local community college to allow qualified individuals to attend educational and vocational

courses needed in order to increase individual employment opportunities in these and other industries. A needs assessment will be conducted to determine the educational, employment and training needs of low-income individuals.

The RFP for the CSBG Recovery Act Program will require that organizations provide services and activities geared toward the attainment and creation of jobs to promote economic recovery and the provision of assistance to individuals affected by the current economic climate. Based on the current economic condition, new individuals who have never applied for assistance before may require assistance now.

Organizations will target services and financial assistance to low-income individuals and families, elderly, homeless, youths in transitional programs, under-employed and other hard-to-serve population. To ensure that those currently in-need are provided with opportunities that will lead to self-sufficiency, the RFP will specify that organizations identify and focus on various services that support employment placements, skill building and trade or educational opportunities. In addition to addressing employment needs, Recovery Act funds can also be used for CSBG program services addressing education, better use of available income, housing, nutrition, and emergency services to combat the central causes of poverty. Examples of projects, activities or initiatives may include, but are not limited to, provision of the following:

- ♦ financial aid to complete trade school or attend a university as a prerequisite to finding employment or if schooling is necessary in order to find work;
- ♦ assistance with child care, or elderly care to enable parent or household member to work, seek employment, or attend trade school;
- ♦ assistance with rent, if assistance is needed in order to work, attend trade school or attend a university;
- ♦ on-the-job training initiatives;
- ♦ training programs for the homeless, formerly incarcerated, unemployed or underemployed women heads of households and other hard-to-serve populations;
- ♦ job training or educational opportunities for youths in transitional programs in order to obtain skills that will lead to employment;
- ♦ partnerships with the community in support of attaining skills and training necessary that will lead to individual careers in the island's hospitality and visitor service industry;

- ♦ culinary skills that will lead to employment in the island's hospitality and visitor service industry;
- ♦ assistance to purchase solar systems for low-income home owners;
- ♦ case management, to clients who are interested, to ensure that individuals and families who are provided with assistance are making progress towards their established goals and eventually become self-sufficient;
- ♦ other support services to help maintain employment, such as work tools and supplies, and transportation.

(c) Service Delivery System for Recovery Act Projects

The BOSSA, as the designated eligible entity, and the contracted organizations will provide the various Recovery Act services for the island. The organizations provide collaboration with community-based, faith-based and other non-profit organizations in their current service delivery system. Some provide direct services to clients in need, depending on the type of service they provide and their area of expertise. They are familiar with one another's respective programs, and of the local government's benefits programs, and thus take steps to reduce duplication of services and benefits that they provide to the needy when applying for assistance.

Some of the organizations may redesign their service delivery system to accommodate the increase in caseload that will take place upon implementing Recovery Act programs. To facilitate more clients and new services, collaboration efforts will need to be expanded to include partnerships with the private sector, the local community college, the local university, civic organizations and other organizations.

The RFP Scope of Work will require that a needs assessments be conducted by the entities as a means to determine funds distribution among the various service components, and which services or benefits are most in need of by the target population.

(d) Linkages

To address this component, the RFP will require in the Scope of Work for each organization to provide information on linkages that will be established to fill identified gaps in services through the provision of information, referrals, case management, and follow up consultations.

The BOSSA and other organizations will ask questions during the application intake that will determine if applicant receives benefits from

government subsidies and services by other organizations. The organizations will provide linkages via referrals of applicants to an array of local providers that can assist with other needs that cannot be met by the organizations. This minimizes duplication of efforts and services, and reduces gaps in services.

(e) Coordination with other Public and Private Resources

The RFP will specify that organizations describe coordination efforts with other public and private resources to include how they will avoid duplication and/or supplanting.

The BOSSA and the organizations are familiar with one another's programs because all share a common goal of providing assistance to the needy population, while some are members of several collaborative workgroup committees. These committees include the Guam Homeless Consortium, Guam Emergency Food and Shelter program, and others. These committees, which are represented by many government agencies, faith-based groups and other community groups, convene for the purpose of networking, information-sharing and goal-setting. They meet quarterly, monthly, or more often if it is necessary to meet a certain committee's objective.

Although the main purpose for these coalition meetings is to satisfy the goals and objectives of that particular committee, the relationships created and formed during these meetings among service providers have been invaluable. It is during these planning meetings that significant insight and information are made available on gaps in services, identification of needed services, and future plans for new services.

Many organizations are funded primarily through local and federal government appropriations. Formal agreements between the government agency and organization are created and the organizations are monitored accordingly by a government program representative. Informal partnerships also exist between the organizations and the local community. Table 1 below lists some of the NGOs, government agencies, and private companies that have actively partnered with the community, and other local organizations that may partner with the NGOS to provide an array of services to the needy population:

Table 1.

Government Agencies	Non-government Organizations (Private non-profit, private for-profit, public or faith-based)
----------------------------	---

	organizations)
Agency for Human Resources and Development	American Red Cross - Guam Chapter
Department of Integrated Services for Individuals with Disabilities	<i>Ayuda</i> Foundation
Department of Labor	Catholic Social Services
Department of Mental Health and Substance Abuse	Guam Hotel and Restaurant Association
Department of Public Health and Social Services	<i>Guma Mami</i>
Guam Community College	Habitat for Humanity
Guam Energy Office	<i>Inafa Maolek</i> Conciliation
Guam Housing Corporation	Island Families of Micronesia/Ohana Island Care
Guam Housing and Urban Renewal Authority	<i>Kamalen Karidat</i>
Guam Medical Referral Office	Make-A-Wish-Foundation
Guam Veterans Affairs Office	Oasis Empowerment Center
Guam Visitors Bureau	Pacific Human Resource Services, Inc.
Mayors' Council of Guam	Salvation Army
University of Guam	Sanctuary, Inc.
	Strengthening Island Families – Community Services Resources (CSR), Inc.

(f) Innovative Community and Neighborhood-based initiatives

The RFP Scope of Work will require that organizations include in their plans for services a description of innovative community and neighborhood-based initiatives. Included in this description are the types of activities, projects, efforts, implementation plans, partnerships, and collaborations made with other programs and the local government. The BOSSA program staff will work with the organizations to evaluate the progress made for this condition.

(g) Community Needs Assessment

The contracted organizations will be required to submit a Community Needs Assessment for the community served, which will provide the basis for the development of the Local Action Plan. This being the case, all entities that submit a plan, via the RFP process, to use CSBG Recovery Act funds to provide services for the needy population must conduct an assessment of community needs. Information from this assessment will be analyzed by the organizations to guide them in determining the issues that must be

prioritized, and in determining the projects or initiatives that could be developed to address those issues.

E. Fiscal Controls

(1) State Program Monitoring

- (a) The organizations currently do not receive CSBG funds for use towards their program operations. The BOSSA utilizes regular CSBG funds under a consolidated grant program. Therefore, the requirement that a full onsite review of each entity be conducted once during each 3-year period may not apply. Guam's eligible entity is a newly designated entity.
- (b) The DPHSS' contract with the organizations for Recovery Act funds will be for the 2010 fiscal year. The BOSSA will conduct a full onsite monitoring visit to the organizations during fiscal year 2010. If deemed necessary, a subsequent monitoring visit will take place. The BOSSA will develop an onsite monitoring tool that will incorporate the elements and prerequisites of the Recovery Act Program. States are required to monitor eligible entities' administrative, financial and program operations as prescribed in the CSBG Act. Upon completion of the onsite review, BOSSA will complete a monitoring report that describes the performance and progress of the organizations, along with any corrective or recommended actions required. This report shall be sent to the organizations' Executive Director and/or governing board. Organizations will be provided with 45 days to respond to any findings.

The RFP Scope of Work will require the contracted organizations to submit detailed quarterly progress reports no later than 5 days after the end of each quarter that contain information on the total amount of Federal funds received through the CSBG Recovery Act Program, the amount of recovery funds received that were expended or obligated to projects or activities, and a detailed list of all projects or activities for which recovery funds were expended or obligated, including:

- the name of the project or activity;
- a description of the project or activity;
- an evaluation of the completion status of the project or activity;

- an estimate of the number of jobs created and the number of jobs retained by the project or activity;
- the number of, characteristics and demographics of clients served;
- type of services, activities and benefits provided for each client;
- results of Client Satisfaction Survey;
- expenditures by object category;
- expenditures on direct delivery of local services;
- expenditures for administrative cost; and
- other information and data as may be required.

The contracted organizations, BOSSA and the DPHSS will participate in the Results-Oriented Management and Accountability (ROMA) system, or collaborate in developing a system for measuring performance and results that will meet the requirements set in Section 676(b)(12) of the CSBG Act.

The BOSSA and the contracted organizations will be required to submit an annual report that contains performance measurement outcome data which address the accomplishment of the CSBG program goals and measures.

- (c) For those organizations that fail to meet the goals, standards and requirements of the Recovery Act Program and the DPHSS contract, follow-up onsite reviews will be conducted immediately to confirm if corrective action steps have been made for compliance. The BOSSA program employees will be available during the corrective action process to provide any assistance and technical support for those entities who are not meeting their stated CSBG Recovery Act program objectives or goals.
- (d) Some of the island's organizations are receiving federal funds under the Emergency Shelter Grant, Community Development Block Grant, and other federal and local grants. Appropriate reviews will be conducted, including peer reviews, on those entities for which federal and local grants have been terminated for cause.
- (e) The DPHSS will comply with the Single Audit requirement as prescribed in the Office of Management and Budget Circular A-133. The DPHSS will review and respond to all audit findings on the use of the Recovery Act funds, and will prepare a report

on corrective actions taken if such is necessary to comply with any audit findings.

The BOSSA and contracted organizations will be required to submit an annual audit on the use of Recovery Act funds within 9 months after the end of the grant period on September 30, 2010. BOSSA program staff will conduct follow-ups to the organizations for this audit.

The organizations on island currently do not receive any funding under the CSBG program. As a result, no dates are available on the last audit conducted of CSBG funds for each eligible entity or organization.

(2) Corrective Action, Termination and Reduction of Funding

In the event that the DPHSS determines that an eligible entity has failed to comply with any of the terms of an agreement for the Guam CSBG Recovery Act Program plan, or to meet appropriate standards, goals, and other requirements, the following steps will be implemented as required in Section 678C of the CSBG Act:

- (1) Inform the entity of the deficiency to be corrected;
- (2) Require the entity to correct the deficiency;
- (3) Offer training and technical assistance, if appropriate, to help correct the deficiency, and prepare and submit to the Secretary a report describing the training and technical assistance offered; or if the State determines that such training and technical assistance are not appropriate, prepare and submit to the Secretary a report stating the reasons for the determination;
- (4) At the discretion of the State (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), allow the entity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan to correct such deficiency within a reasonable period of time, as determined by the State; and not later than 30 days after receiving from an eligible entity a proposed quality improvement plan, either approve such proposed plan or specify the reasons why the proposed plan cannot be approved; and
- (5) After providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding of the eligible entity unless the entity corrects the deficiency.

(3) Tracking

The Government of Guam's AS/400 Financial Management System (FMS) is administered by the Department of Administration. The CSBG Recovery Act funds will have a specific FMS account number, and the amount of funds appropriated to the eligible entity and contracted organizations will be detailed and part of this account number. Recovery Act funds can be tracked completely separate in the FMS from other federal grants and local program accounts.

The separate tracking of expenditures from funds made available by the CSBG Recovery Act will be met through requirements of contracts with the organizations. The contracts with the eligible entity and organizations will specify that each organization provide information as outlined in Section 1512 of the American Recovery and Reinvestment Act of 2009. The information will include:

- (1) The total amount of recovery funds received;
- (2) The amount of recovery funds received that were expended or obligated to projects or activities; and
- (3) A detailed list of all projects or activities for which recovery funds were expended or obligated.

The DPHSS will ensure the completion and submission of these reports.

F. Reporting and Registration Requirements

In accordance with Section 1512 of the American Recovery and Reinvestment Act of 2009, Public Law 111-5, the designee of the Chief Executive of the State hereby agrees to the following reporting and registration requirements:

- (a) This award requires the recipient to complete projects or activities which are funded under the American Recovery and Reinvestment Act of 2009 (Recovery Act) and to report on the use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.
- (b) The reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.
- (c) Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration (www.ccr.gov) at

all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

- (d) The recipient shall report the information described in Section 1512 (c) using the reporting instructions and data elements that will be provided online at www.FederalReporting.gov and ensure that any information that is pre-filled is corrected or updated as needed.

DPHSS will make certain that funding received through the Recovery Act is held to strict standards. DPHSS will fulfill the standards of transparency and accountability as set forth in the guidance provided by the Recovery Act.

APPENDIX A

Letter of Transmittal



GOVERNMENT OF GUAM



DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES
(DIPATTAMENTON SÁLUT PUBBLEKO YAN SETBISION SUSIAT)

#123 Chalan Kareta
Mangilao, Guam 96913-6304

Felix P. Camacho
Governor

J. Peter Roberto, ACSW
Director

Michael W. Cruz, M.D.
Lieutenant Governor

AUG 05 2009

Dr. Yolanda Butler
Acting Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20201

Subject: FY 2009-1020 Community Services Block Grant Recovery Act State Plan

Dear Dr. Butler:

Enclosed is the Territory of Guam's Community Services Block Grant American Recovery and Reinvestment Act (CSBG Recovery Act) of 2009 State Plan for Federal fiscal year 2009 and 2010. The CSBG Recovery Act State Plan details Guam's use of CSBG Recovery Act funds. The CSBG Recovery Act State Plan was prepared by the Guam Department of Public Health and Social Services, which, as the designated lead agency for the CSBG program in Guam, is responsible for the development and implementation of this state's plan for the use and distribution of CSBG Recovery Act funding.

Identified below are the CSBG State official and program contact:

State CSBG Official:

J. Peter Roberto, ACSW – Director
Department of Public Health &
Social Services
123 Chalan Kareta
Mangilao, Guam 96913-6304
Phone: (671) 735-7102
Fax: (671) 734-5910
E-mail: caring.communities@gmail.com

State CSBG Program Contact:

Linda Ann T. Susuico - Chief Administrator, DPW
Department of Public Health &
Social Services
123 Chalan Kareta
Mangilao, Guam 96913-6304
Phone: (671) 735-7300
Fax: (671) 734-7015
E-mail: linda.susuico@dphss.guam.gov

Sincerely,

J. Peter Roberto
J. Peter Roberto, ACSW
Director

Enclosure

APPENDIX B

Designation Letter



GOVERNMENT OF GUAM



DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES
(DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT)

#123 Chalan Kareta
Mangilao, Guam 96913-6304

Felix P. Camacho
Governor

J. Peter Roberto, ACSW
Director

Michael W. Cruz, M.D.
Lieutenant Governor

AUG 12 2009

Dr. Yolanda Butler
Acting Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20201

Dear Dr. Butler:

Pursuant to 42 U.S.C. 9908(a) (1) and Title 45, Part 96.10(b) of the Code of Federal Regulations, I hereby delegate signature authority to J. Peter Roberto, ACSW, Director of the Territory of Guam's Department of Public Health and Social Services, and his successor, for the purposes of submitting the application and certifying compliance with federal assurances relating to the Community Services Block Grant (CSBG) Recovery Program Act.

Thank you for your attention to this matter.

Sincerely,

Michael W. Cruz, M.D.
Acting Governor of Guam

APPENDIX C

Public Inspection Notice

Notice of Public Inspection – Community Services Block Grant American Recovery and Reinvestment Act of 2009

In accordance with the U.S. Department of Health and Human Services' requirement for the CSBG American Reinvestment and Recovery Act (Recovery Act) Plan and as part of the public information consultation and public hearing requirement for the Community Services Block Grant American Recovery and Reinvestment Act (CSBG ARRA) of 2009, the Guam Department of Public Health and Social Services (DPHSS) is making available for public inspection and comment the draft Guam CSBG Recovery Act State Plan on the DPHSS web site. The primary purpose of the inspection is to solicit comments on the proposed Guam CSBG Recovery Act State Plan which describes the proposed use and distribution of CSBG ARRA funds to CSBG eligible entities and the proposed use of one percent of the funds which are to be utilized by the State for benefits enrollment coordination activities as it relates to the identification and enrollment of eligible individuals and families in federal, state, and local benefit programs. The funding period for CSBG ARRA funds is for the remainder of Federal Fiscal Year 2009 and all of Federal Fiscal Year 2010.

Public inspection on the web site will be available on August 13, 2009 at www.dphss.guam.gov.

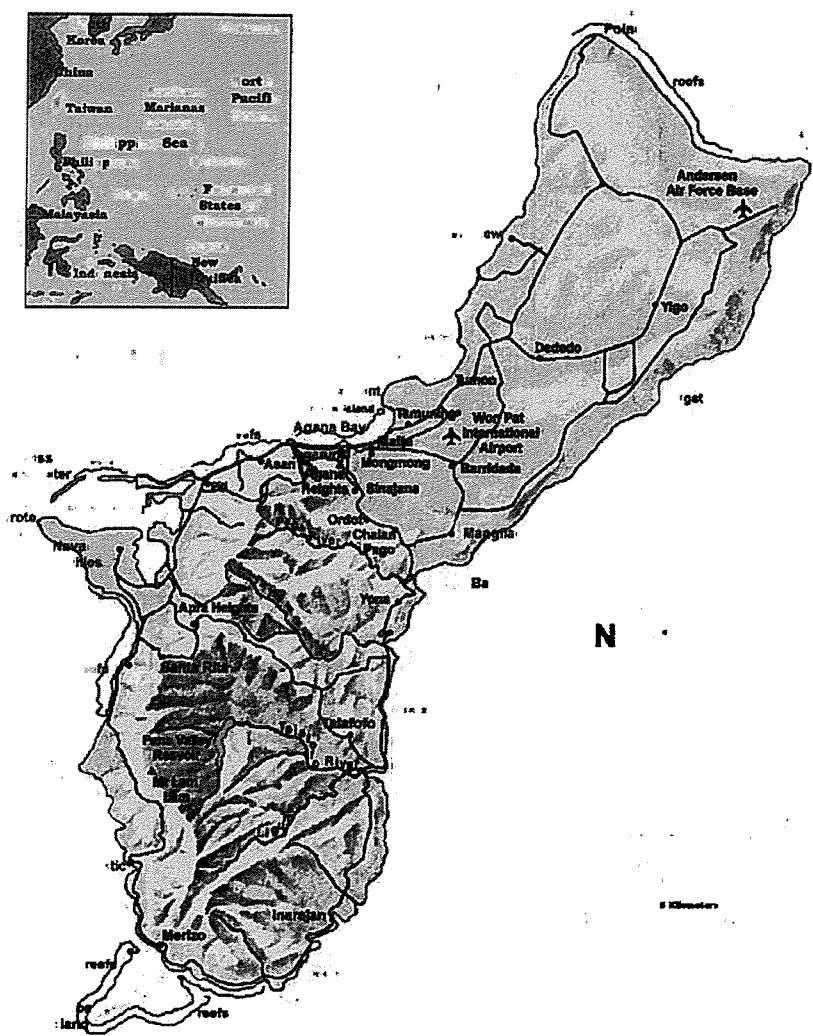
Comments may be in the form of written comments. Written comments may be submitted to DPHSS/BOSSA or by mail no later than September 15, 2009. Comments may also be submitted via e-mail for which a link is available on the web site.

Mailing Address: Bureau of Social Services Administration
194 Hernan Cortez Avenue, Suite 309
Hagatna, Guam 96910

APPENDIX D

Geographic Areas Served

Territory of Guam

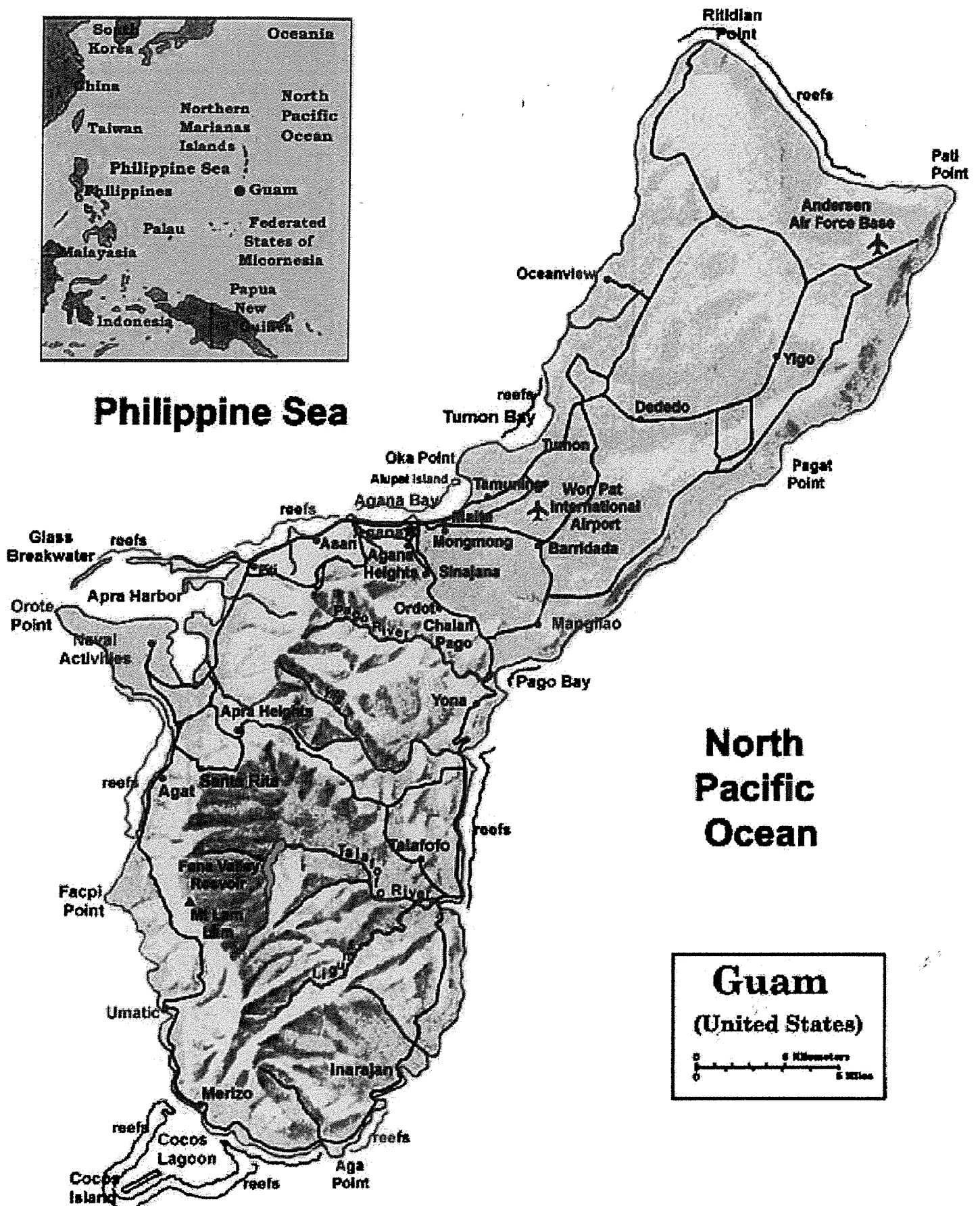


APPENDIX E

Map of Guam



Philippine Sea



North
Pacific
Ocean

Guam

(United States)

0 5 Kilometers
0 5 Miles

APPENDIX F

Additional Assurances

ADDITIONAL ASSURANCES

CERTIFICATIONS

1. CERTIFICATION REGARDING DRUG-FREE WORK-PLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that it will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, 20 CFR Part 436, subpart F.

The certification set out below is a material representation of fact upon which reliance will be placed when SSA determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, SSA, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants or governmentwide suspension or debarment.

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency within ten calendar days after receiving notice under subparagraph (d)(2), above, from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices.

Notices shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), above, with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f), above.

The grantee certifies that, as a condition of the grant, it will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant.

2. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (20 CFR Part 438).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment,

or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

NOTE: In accordance with 20 CFR Part 436, amended June 26, 1995, any debarment, suspension, proposed debarment or other governmentwide exclusion initiated under the Federal Acquisition Regulation (FAR) on or after August 25, 1995, shall be recognized by and effective for Executive Branch agencies and participants as an exclusion under 20 CFR Part 436.

(a) Primary Covered Transactions

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 20 CFR Part 436, and its principals:

(1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(2) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) are not presently indicted for or otherwise criminally or civilly charged by a

governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and

(4) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed under the assurances page in the application package.

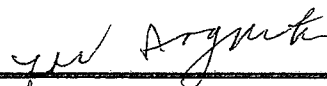
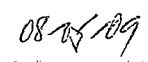
(b) Lower Tier Covered Transactions

The applicant agrees by submitting this proposal that it will include, without modification, **the following clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier Covered Transaction"** (Appendix B to 20 CFR Part 436) in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors) and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director, DPHSS
APPLICANT ORGANIZATION Department of Public Health and Social Services	DATE SUBMITTED 

APPENDIX G

Certification Regarding Environmental Tobacco Smoke

APPENDIX H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Guam Department of Public Health and Social Services

Certification for Contracts, Grants, Loans and Cooperative Agreements

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application, the Contractor certifies that it will comply with the requirements of the Act. The Contractor further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

[Signature]
Signature

Director, DPHSS
Title

Department of Public Health and Social
Services
Agency/Organization

08-05-09
Date

(Certification signature should be same as Contract signature.)